



DEPARTMENT OF THE NAVY

No Limits No Bounds



*Civilian jobs that make a
difference to our country and
the world*






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There are no limits or bounds to your civilian career opportunities in the Department of the Navy. Hundreds of career and job options are available for your consideration. You are just clicks away from discovering the possibilities and taking the first steps that will expand your career horizons.





All the tools you need to search for a job, build a resume, apply online and keep informed of your status are at your fingertips. Best of all, information is easily accessible and available 24 hours a day, 7 days a week. Internet access and the desire to build a successful career are all you need .

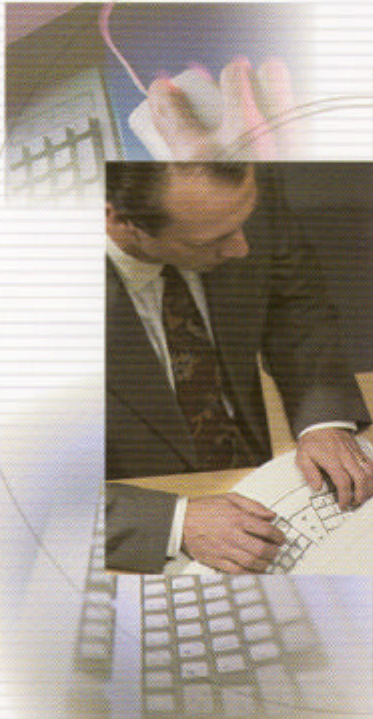
Easy Access to All Job Information – All of the Time –

Log on to www.donhr.navy.mil and

- Search for a job
- Build a resume
- Submit your resume
- Track your progress



Getting the information you need is easy, fast and convenient. Just follow the instructions on the next page and begin to manage your future today.



Search for Jobs

Access all Department of the Navy civilian jobs worldwide, 24 hours a day, 7 days a week with [Search for Jobs](#). Engineer, Welder, Nurse, Photographer, Naval Investigator, Shipbuilder, and Recreation Specialist are just some of the many career options available to you. Search the database to explore all the possibilities. You can search by city, state, salary, grade level and position title. Only those jobs that meet the criteria you select will be listed for your review.

Create Your Account

Once you find a job for which you would like to apply, the next step is to [Create Your Account](#). Enter your job search and personal information just once and create an easily accessible account. All the recruitment information you need is available by using a single password.

My Resume

Creating and updating your resume is easy with [My Resume](#). This online resume builder allows you to create, edit, update, save and submit your resume data. If you already have a resume developed, you can cut and paste your resume into the system.

Apply Now

Now that your resume and job search are completed, simply click [Apply Now](#). Your resume is processed and stays active for twelve months. During that time, you can use your resume to apply for different positions by simply clicking [Apply Now](#) on the displayed announcement. You can choose to submit the resume you already have on file or update it to reflect new experience, skills, education, training or awards.

My Status

[My Status](#) gives you a snapshot of your resume activity and lets you know when you've been considered or selected for a position. Status information is available for the previous 60 days and updated as new activity occurs. You can extend your resume using [My Status](#) within 30 days of your twelve-month expiration date.

My Job Interests

With [My Job Interests](#), you can obtain information on the positions for which you applied, including the date you applied, and delete positions in which you are no longer interested.

My Notices

Using [My Notices](#) you have quick access to notices you routinely receive during the job search and hiring process. Notices are posted for a 60-day period.

My Searches

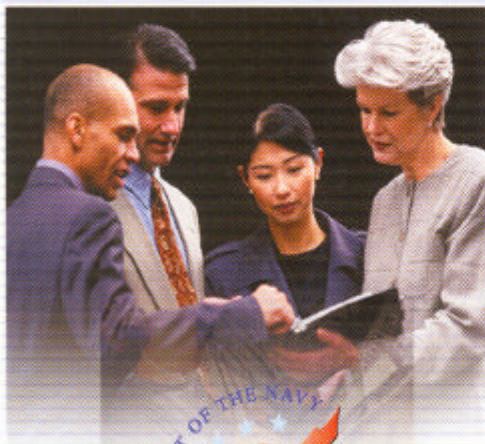
[My Searches](#) provides an opportunity to create a job search agent that includes your individualized job search criteria. When a specific vacancy announcement is posted that meets your criteria, you are electronically notified via your e-mail address with the job announcement information.

Start Your Job Search



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CIVILIAN HUMAN RESOURCES

1. Go to www.donhr.navy.mil
2. Select **JOBS, JOBS, JOBS**
3. Click on **Create Account** if you don't already have one. If you have already created an account using our resume builder, use the same password to access all password-protected applicant tools.

Hint: Include your email address if you want to receive notifications such as your search agent matches and receipt for resume submission.

4. Check out our new online application tools:
 - Access your resume by clicking on **My Resume**.
 - Review the listing of jobs to which you have already applied by clicking on **My Job Interests**.
 - View your resume status by clicking on **My Status**. Status will be reflected for the jobs to which you have applied when (1) a manager requests to fill the position AND (2) a certificate of eligibles has been sent to the manager for selection consideration AND (3) you were considered for the job.

Hints:

- Review your resume to ensure that it is current.
- Review your job interests to ensure you are registered for all the jobs for which you want to be considered.
- If there are additional jobs or geographic locations for which you want to be considered, go to **Search for Jobs**.

5. Click on **Search for Jobs**. You may define your search by:
 - Type of job: Position title key word or occupation series number.
 - Salary: Minimum salary range or grade level.
 - Job location: Country, State or city.
 - Major claimant.

Hint: The search will look for exact matches; the more specific your search parameter, the more likely the search will return the announcements that match your job desire.

6. Create your job search agents by clicking on **My Searches**.

Hint: You can create up to five Search Agents. Create search agents using specific search parameters (e.g., position title or occupation series, salary or grade level, job location) to ensure that you receive notification for new job opportunity announcements that meet your interest.